



Club communications update
17th February 2022

1. Player registrations

Player registrations levels continue to increase as Welsh football goes from strength-to-strength – we currently have 99,200 registered players which represents a 16% increase in comparison to the equivalent pre-COVID 19 player registration figure.

On behalf of everyone at the FAW, thank you to all Clubs for their continued help in developing Welsh football.

The FAW's Player Registration Department continue to work their way through all submitted registration. Although the professional registration window has closed, we are still processing around 800 registrations per week.

We are grateful for your patience whilst we process the submitted registrations, and kindly request that you refrain from raising COMET Help Tickets asking us to fast track registrations.

We treat all clubs fairly, and in doing so, will process registrations in the order in which they are submitted. Please allow time from the date you submit the registration for wait for it to either be confirmed, or if there is a query, to wait for the FAW's request for further information.

2. Submitting player and coach registrations to the FAW for review

Following the new version release of FAW COMET, the "SUBMIT" button is no longer visible on the registrations page.

When clubs now want to submit their registrations to the FAW, users need to click on

- **Edit,**
- Then **Save as** and
- Finally **Save as SUBMITTED.**

Until the above steps have been actioned, the registration will remain at status ENTERED and the individual will not be registered.

Please see the image on the next page, which explains what needs to be done.

FAW A FC

STATUS: PENDING

Organization: Football Association of Wales

Club: FAW A FC

Club FFA ID: 1080190 Category: Choose

Discipline: Football

Level: Amateur Professional

Registration type: Transfer

Date from: 18/01/2022

Date to:

Termination reason: Choose

Notes: Additional notes by club or registrations admin. For foreign players please type previous club and country or declare that player never been registered before.

Annotations:

Save Save as... Cancel Discard Options

Active registrations Contacts Additional info History Matches Sanctions

Edit

Status: PENDING

Organization: Football Association of Wales

Club: FAW A FC

Club FFA ID: 1080190 Category: Choose

Discipline: Football

Level: Amateur Professional

Registration type: Transfer

Date from: 18/01/2022

Date to:

Termination reason: Choose

Notes: Additional notes by club or registrations admin. For foreign players please type previous club and country or declare that player never been registered before.

Annotations:

Save as CANCELLED Save as SUBMITTED Save as WITHDRAWN (NT)

Save Save as... Cancel Discard Options

3. Asking your competition organisers to add match events

Once the status of a match has been moved to PLAYED, it is not possible for either of the two teams, or the referee, to add new, or amend existing, match events (goals, own goals, assists, yellow cards, red cards, substitutions).

Once a match status has been moved to PLAYED, changes can only be actioned by your Competition Organiser or the FAW COMET Team.

Whilst the FAW COMET Team are available to assist, we would be grateful if you could firstly contact your Competition Organiser and ask them to make any changes to the match events.

4. Queries by email or COMET Help Ticket

The same department within the FAW are responsible for processing registrations, and responding to, email queries and COMET Help Tickets. Every day, we deploy our resources to focus on with the areas that have the highest workload.

So that we can continue to deliver the best possible service to all of our clubs and increase our efficiency, can we please ask for your help by taking note of the following:

- The best way of raising a query is via a COMET Help Ticket instead of sending an email.
- If you need to send an email, please don't send it to several different FAW email addresses. Otherwise it will lead to several people un-necessarily having to respond to the same query.
- Before you raise a query via a COMET Help Ticket, please take time to read the COMET Support Website (<https://cometsupport.faw.cymru/>).
- As per point 1. above, we kindly request that you avoid raising a COMET Help Tickets chasing for a player's registration to be processed.
- If you need to raise a query via a COMET Help Ticket, can you please provide as much information as possible. If it relates to an individual, please include their name and COMET ID number.
- Please do not raise two, or more, separate COMET Help Tickets regarding the same matter. If you have further information to add, please add this to the same ticket.

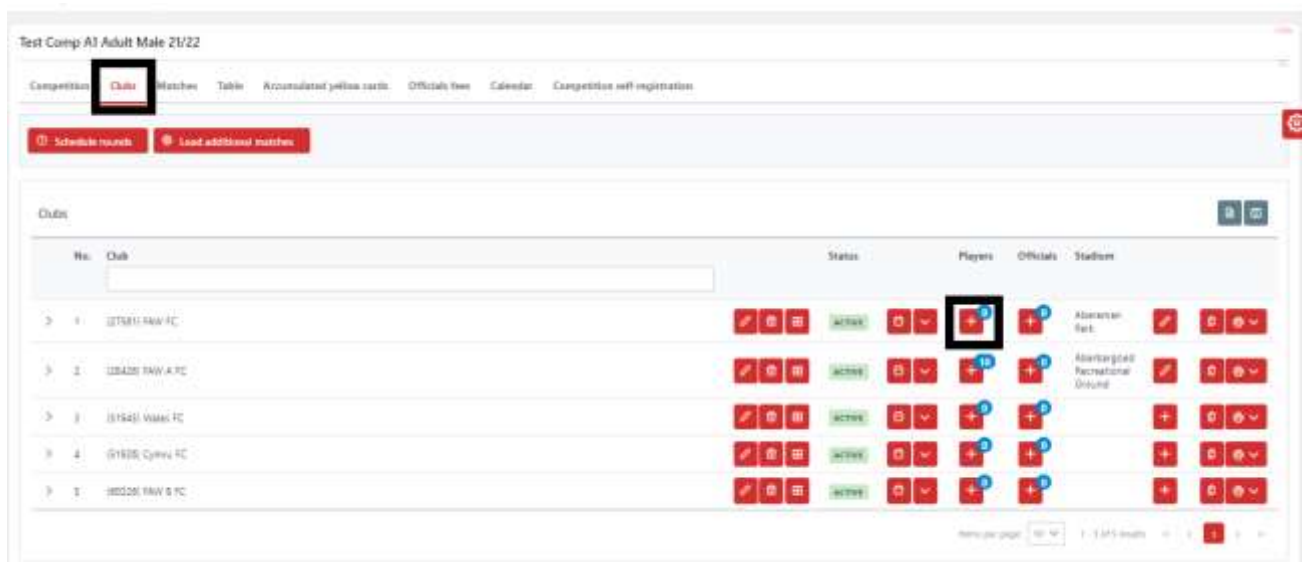
5. Adding players to rosters

A number of competition rules require participating teams to have team rosters. Rosters can exist for players, coaches or for both groups. Once a roster has been created, only the players or coaches included within the roster, can be selected to a team line-up. It means that registered players who are not in the roster are not eligible for selection.

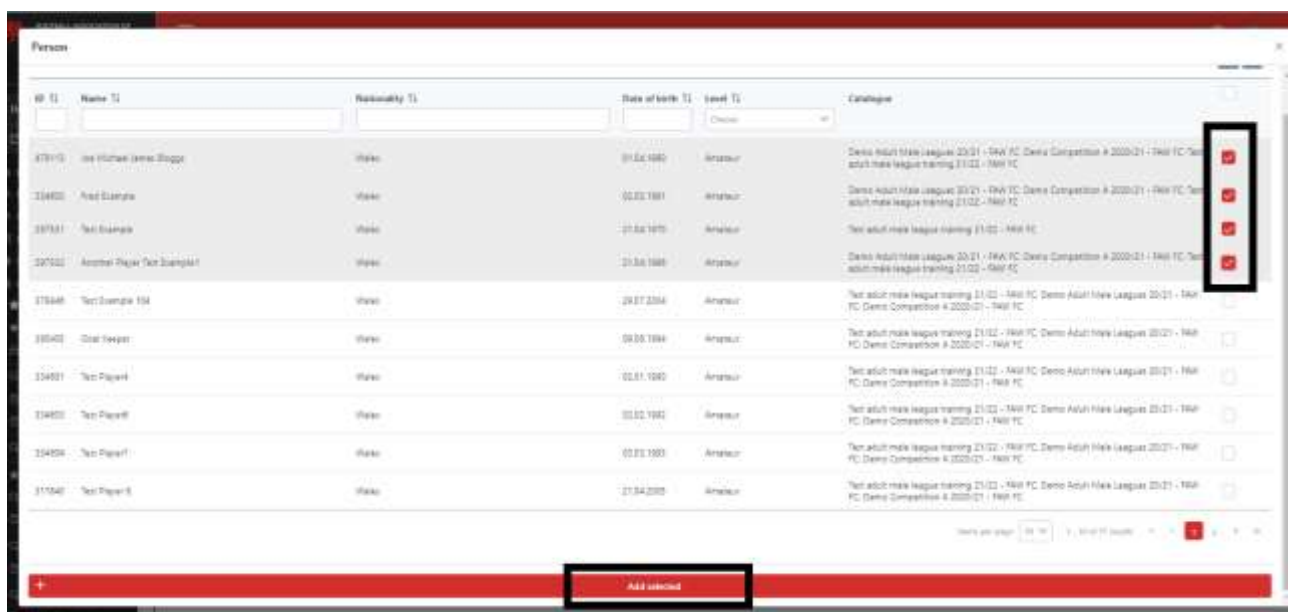
We continue to receive a high number of queries from Clubs, asking why newly registered players are not appearing as available for selection in a specific competition.

If you have a registered player that does not appear on the list of players available for selection in a specific competition, please check if your team has set up a roster for this competition. If so, please then check to see if the newly registered player has been added to the roster. If not, please then add the player and he/she will then be available for selection. Further details on how you add players to existing rosters can be seen below.

Step 1: On the Clubs tab of the competition, click the + button in the Players column next to your club.



Step 2: Click the checkbox next to the players you want to add to the squad list/roster and then click Add Selected. The players you have added to the roster will show as available for selection when selecting your team line up.



6. Rolling subs

Many junior competitions operate rolling subs and where this happens, the competition's parameters on COMET have been adjusted accordingly.

For matches with rolling subs, in order for clubs to be able to assign all match events to all players (including the substitutes), clubs will need to mark all of the substitutions as PLAYED **before they confirm the team line-up.**

Details on how you do this can be found by clicking here:

<https://cometsupport.faw.cymru/clubs/competition-management/adding-rolling-substitutes-comet-football-app/>

If a club does not mark the substitutes as PLAYED before confirming the team line-up, then they will only be able to add yellow and red cards, but not any goals, or assists.

7. 100,000th goal of the season

A few weeks ago, we informed all players and clubs, that we were on the verge of recording our 100,000th goal of the season on COMET and that the player who scored the goal would receive £300 JD Sports gift vouchers and 4 tickets to the Wales v Austria FIFA World Cup play-off match in Cardiff on Thurs 24th March 2022.

We are pleased to report that the 100,000th goal of the season was a 30-yard volley scored by Steffan Morris playing for CPD Llandysul Reserves in Division 2 of the Costcutter Ceredigion League.

Further information on Steffan's momentous goal can be found here:

<https://www.faw.cymru/en/news/milestone-goal-welsh-domestic-season-confirmed>

Llongyfyrchiadau Steffan!

8. Auto-extending coach registrations

We are now in our third season of using COMET and we continue to look for ways to reduce the administration burden for our hard working volunteers.

With this in mind, we are pleased to confirm that similar to the 2020/21 season, we will automatically extend all existing coach registrations that have a valid coaching qualification and/or DBS licence (if applicable) through to 31st May 2023.

Further details on when these registrations will be extended will be shared in the coming weeks and will also include details on how we will manage the revalidation process for all Level 1 coaching qualifications on COMET.

9. Auto-extending officials registrations

Following on from point 8. above, we will also extend all existing club officials registrations through to 31st May 2023. Further details will follow in the coming weeks.